

# Crowley

FOR CONGRESS

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November 12, 2002

Michael H. Young, Senior Reports Analyst  
Reports Analysis Division  
FEDERAL ELECTION COMMISSION  
999 E. Street, NW  
Washington, D.C., 20463

ID# C00338954

RE: July Quarterly Report (4/1/02-6/30/2002)

Dear Mr. Young:

I am writing this letter in response to your correspondence dated October 8, 2002

With regard to your first inquiry as to our committee's disclosure of the identification of all individuals who contribute in excess of \$200 in an election cycle, please note the following: All invitations or solicitations that our committee sends contain a clear and conspicuous request for contributor information as required by Federal Law. Depending on the event, either a response card or a cut off is provided asking for the name, address, occupation and employer of the contributor. Additionally, at all events, a volunteer who collects contributions has what we refer to as "compliance sheets". These sheets are filled out by those contributors who did not fill out the response card or for those who pay at the door. ( a copy of a sample is enclosed).

Second, once all the contributions are entered into our database, it is determined whether or not the information is complete. If it is, our database is set up to generate a thank you letter. If the information is not complete, the program will generate a "request for information letter" (see enclosed). This "request for information" letter has a self addressed stamped envelope to be returned. Once the information is returned it is placed in the appropriate folder to be updated in our database so that an amendment can be generated.

I am filing simultaneous with this letter an amendment with any additional information we have obtained.

84-56 Grand Avenue • Elmhurst, New York 11373

Contributions are not tax deductible on Federal Tax returns. Federal law requires political committees to report the name, mailing address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year.

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